



COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 814

Posting Date: February 16, 2007

JOB TITLE	<u>DETENTION SERVICES OFFICER / SPANISH SPEAKING</u>
EXAM NUMBER	F8655Y
FILING DATES	February 20, 2007 until needs are met
SALARY	\$3,687.36 - \$4,334.64 MONTHLY \$3,797.82 - \$4,465.27 Effective 8/01/2007 \$3,910.18 - \$4,599.45 Effective 8/01/2008 \$100.00 MONTHLY BILINGUAL BONUS
ESSENTIAL JOB FUNCTIONS	Supervises the activities of minors who are detained in one of the three juvenile halls located in Los Angeles, Sylmar and Downey. Incumbents serve as a member of a small team responsible for the order and security of a unit of juveniles, provides situational counseling as necessary, and transports minors to medical care facilities, courts, or other locations. Detention Services Officers must be able to physically restrain combative minors.
SELECTION REQUIREMENTS	<p>(1) *Completion of 60 semester or 90 quarter units in an accredited college including course work in the behavioral or social sciences such as: psychology, sociology or criminology, (2) A valid Red Cross C.P.R. and First Aid Certificate prior to appointment, (3)MUST MEET QUALIFICATIONS FOR DESIGNATION AS A PEACE OFFICER, WHICH INCLUDE BUT NOT LIMITED TO:</p> <ul style="list-style-type: none">• **NO FELONY CONVICTIONS• U.S. Citizenship• 21 years of age, at the time of filing <p>Applicants must be able to communicate fluently in spanish, which includes speaking.</p> <p>Appointees will be required to meet State-mandated CORE training requirements as defined by standards for training in Corrections.</p> <p>Physical Class: 4 - Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.</p> <p>Licenses: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. Some applicants for this position will be required to obtain a copy of his/her driving record from the California State Department of Motor Vehicles before being appointed. A copy of the driving record must be presented at the time of your appointment. License must not be suspended, restricted, or revoked.</p>

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24-Hour Job Line: (800)970-LIST; TTY Phone: (877) 988-7800

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

<p>ELIGIBILITY INFORMATION</p>	<p>Candidates who interviewed within the past six (6) months for Detention Services Officer, Exam No. F8655X, are NOT eligible to be re-interviewed and will have their scores automatically transferred. As candidates are considered for appointment in band order, candidates who interviewed after the six (6) month retake period with a score of 94.4 or lower (Bands 2 through 5) have the option to extend their interview scores or to participate in the interview process to improve their score. However, candidates who interviewed after the six (6) month retake period with a score of 94.5 or above (Bands V through 1) do not have the option to participate in the interview process because their banding will not increase. To extend your score, please advise the Exam Unit Staff, in writing, at the time of application filing. If you wish to be reinterviewed rather than transfer your score, THE LATEST INTERVIEW SCORE WILL APPLY.</p> <p>ALL CANDIDATES WILL BE REQUIRED TO PROVIDE POSITIVE IDENTIFICATION BEFORE BEING ADMITTED TO THE WRITTEN TEST, OR INTERVIEW. PLEASE BRING TO THE TEST AND INTERVIEW, A VALID FORM IDENTIFICATION WHICH HAS YOUR <u>PHOTOGRAPH AND SIGNATURE</u> (SCHOOL OR WORK I.D. CARD, PASSPORT, OR MILITARY I.D. CARD)</p> <p>The names of candidates receiving a passing grade of 70% or higher in this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months, following the date of promulgation, <u>AND MAY NOT REAPPLY DURING THIS PERIOD.</u></p>
<p>APPLICATION INFORMATION</p>	<p style="text-align: center;">* * * * IMPORTANT INFORMATION * * * *</p> <p>A standard Los Angeles County employment application must be submitted on business days <u>ONLY</u> between 8:00 a.m. and 5:00 p.m. This examination will remain open until the staffing needs of the Department are met and may close without advance notice. Applications must be received, either in person or by mail.</p> <p>The acceptance of your application depends on whether you have clearly shown that you meet the Selection Requirements. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, title of courses completed, dates completed and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.</p> <p>Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address: Human Resources Office - Exams Unit 9150 East Imperial Highway Downey, CA 90242 (562) 940-2659</p>
<p>DISABILITY ACCOMMODATIONS</p>	<p>Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (562) 940-3552.</p> <p>Contact the Coordinator of Personnel Services for Disabled Persons by calling (562) 940-3552. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (877) 988-7800 or (800) 897-0077 . The County will attempt to meet reasonable accommodation requests whenever possible.</p>

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AN EQUAL OPPORTUNITY EMPLOYER	Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.
CHILD SUPPORT COMPLIANCE	Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.
VETERAN'S CREDIT	<p>VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:</p> <ul style="list-style-type: none"> • During a declared war; or • During the period April 28, 1952 through July 1, 1955; or • For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or • In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. <p>This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.</p>
EMPLOYMENT ELIGIBILITY INFORMATION	<p>Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.</p>
RECORD OF CONVICTIONS	<p>A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.</p>

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**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

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